

St. Paul's Baptist Church
Position Description: Church Receptionist

OVERVIEW

The primary function of the Church Receptionist is to staff the reception area of the main church administrative office, through providing general secretarial support for the administrative staff, as well as coordinate facility use of the Church complex.

This is a 20 - 25 hours per week part time position with one 30 minute lunch break and two 15 minute breaks daily. This is a salaried position with the understanding that from time to time this staff person may need to give some extra time to do the work required. The church receptionist will work under the direct supervision of the Minister of Administration. Arrangements for special hours, changes in days off, and other such matters shall be decided by the Minister of Administration in conjunction with the Trustee board.

JOB DUTIES AND RESPONSIBILITIES

The major job duties and responsibilities of the Church Receptionist include but are not limited to the following:

- Provide receptionist service for the Church office
- Greet visitors and callers, handle inquiries, and direct persons to the appropriate individuals according to their needs
- Answer telephones and give information to callers, take messages, screen and route all incoming calls
- Check general emails and respond. Route incoming faxes to appropriate persons. Pick up, distribute and disseminate all mail and correspondence
- Maintain an organized reception area
- Maintain and update church calendars associated with church wide activities and general office management
- Manage calendar of the Pastor as well as set up meetings and other appointments associated with the Pastor's schedule
- Assist in making copies of correspondence and other printed material as needed
- Operate office equipment such as fax machines, copier, and phone systems, and use computers for spreadsheet, word processing, database management, desktop publishing and other applications
- Routinely file paperwork
- Issue, receive, and manage facility requests for church use, as well as maintain up to date facility activity schedules for necessary parties including administration, maintenance, and security staff
- Compose, type, and distribute routine correspondence, and reports
- Maintain office inventory
- Prepare, proof, print, and disburse weekly bulletins and other material for Sunday worship

Other General Expectations Include

- Should always exhibit professionalism, demonstrated by well-groomed appearance, conscientious work ethic, and accountability.
- Be willing and able to work at a fast pace within a variety of settings and circumstances, with composure and flexibility.
- Be willing to work evenings and weekends occasionally.
- Be willing to travel occasionally as the need arises.
- Be ever conscious of the need for confidentiality.
- Exercise discernment and wise judgment.
- Be a person who gives extreme attention to details with an eye for excellence.
- Willingness to seek new information, training, and resources as needed.
- Be a self-starter, good at multi-tasking and prioritizing projects.
- Possess strong administrative skills and the ability to work independently without supervision.

EDUCATION, SKILLS, KNOWLEDGE, AND CERTIFICATION(S) REQUIRED

- High School Diploma or equivalent training and work related experience as administrative assistant
- Must pass Criminal background and Child abuse Clearance.
- Must have interpersonal skills and experience working with general public.
- Ability to listen effectively and to communicate clearly, both verbally and in written form
- Quality office and organizational skills
- Minimum typing 50 WPM with accuracy and transcribing experience
- Knowledge of computer software, such as MS Word, PowerPoint, Excel, and Google
- Proficient in navigating and operating standard office tools (Telephones, copier, fax machine, etc.)

PHYSICAL DEMANDS

Sufficient good health to discharge duties properly, including the ability to walk, stand, and sit sometimes for prolonged periods of time. Stooping, bending, light lifting, reaching, handling are required.

SALARY AND BENEFITS

Salary is approved by the Trustee Ministry based on budgetary considerations. Salary is administered in accordance with the Personnel Policies of St. Paul's Baptist Church and budgetary considerations.